

Determining Employee Performance Plans

Who gets a performance plan?

The following are items you should take into consideration when determining which employees require a performance plan.

1. Performance Plans are required for all employees on:
 - a. Competitive appointments, whether permanent or temporary, which are expected to work more than 90 days.
 - b. Excepted Appointments only if the employee is either a Student Career Experience Program (SCEP) or a President Management Fellow (PMF), and is expected to work more than 90 days.
2. Performance Plans are not required for:
 - a. Excepted Appointment employees who are not PMFs or SCEPs.
 - b. Student Temporary Employment Programs (STEPs).
 - c. Competitive employees who work less than 90 days, and PMFs or SCEPs who also work less than 90 days.
3. Determine an employee's appointment or position description by referring to the:
 - a. SF 50 – Personnel Action, line 34

EMPLOYEE DATA				
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%		24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use
27. FEGLI		28. Annuitant Indicator		26. Veterans Pref for RIF YES <input type="checkbox"/> NO <input type="checkbox"/>
30. Retirement Plan		31. Service Comp. Date (Leave)		29. Pay Rate Determinant
32. Work Schedule		33. Part-time Hours Per Biweekly Pay Period		
POSITION DATA				
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career		35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code
38. Duty Station Code		37. Bargaining Unit Status		
39. Duty Station (City - County - State or Overseas Location)				
40. AGENCY DATA		41.	42.	43.
44.		45. Remarks		

b. National Finance Center (NFC) screen 122

1 - Default 3270 (nfc.fs.fed.us)

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PR1 PR2 PR3

SSN 000000000 AG * SF-50B DATA ELEMENTS * 06/01/06 IR122

SCREEN 000 NAME

DATE OF BIRTH 00 00 00 PERS ACTN EFF 00 00 00

NAT ACT 1ST 3 POS 000 NAT ACT 2ND 3 POS 000

NAT ACT AUTH 1ST NAT ACT AUTH 2ND

APPOINT NTE 00 00 00 PROM NTE 00 00 00 NON PAY NTE 00 00 00

POSITION TITLE

WORKING TITLE MR/IP

PAY-PLAN OCC SERIES 0000 GRADE 00 STEP 00

SALARY RATE CODE TOTAL SALARY 00 SCHEDULED SALARY 00

GEOGRAPHIC ADJ RATE 00 ADJ SALARY 00 OTHER PAY 00

ORG STRUCTURE CODE 00 00 0000 00 00 00 00 (PF2 = ORG-NAME)

VETERANS PREF CODE 0 TENURE GROUP 0 AGENCY USE

VETERANS PREF RIF FEGLI CODE ANNUITANT INDICATOR

PAY RATE DETER CODE RETIREMENT PLAN (1) (2) SCD LEAVE 00 00 00

WORK SCHEDULE TOUR OF DUTY HOURS 00.00

POSITION OCCUPIED 0 FLSA BARGAINING UNIT STATUS 0000

DUTY STATION CD 0000 000 NAME

REMARKS CODES

DEPARTMENT CODE AGENCY CODE POI 0000 PERS ACTION CODE 0

AUTHENTICATION DATE 00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400

PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT

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4. What about “temporary ‘1039’ employees?”

Temporary employees, working more than 90 days must be placed on performance plans.

The law, at 5 USC Chapter 43, Sec. 4301, paragraph 2 (H) provides an exclusion from coverage for temporary employees if they are hired for less than one year. As written, that would exclude Temporary 1039's. **This exclusion does not apply to the Forest Service** as the Forest Service (as early as June 1996) elected to include such employees in the Performance Management Program if they will be on the rolls for 90 or more days; thus Temps hired on 1039 hour appointments are covered.

Which plan do they get?

The following are items that should be considered when determining which performance plan should be used for supervisory or non-supervisory employees.

1. All “Nonsupervisory” employees should be placed on the Plan that has only three elements:
 - Mission Results
 - Managing Work Assignments
 - Teamwork and Partnerships

Exceptions to this rule apply when the employee:

- Is legally and technically in a job that is identified as “supervisory” which includes having:
 - A Supervisory Code of 2, 4, or 5 and
 - A Bargaining Unit (BUS) Code of 8888, and
 - Day to day responsibility for 1 or more employees that includes tasks such as:
 - Approving Time and Attendance documents.
 - Approving travel vouchers.
 - Establishing performance plans and conducting midyear progress and year end reviews and providing the rating of record.

2. The definition of “supervisor” does **not** include employees who:

- Are workleaders.
- Hold a management-type position, but supervise no employees
 - For example, the GS-13 Budget Analyst or the GS-12 Human Resources Specialist.

3. Supervisory Codes are found by referring to the:

- Position Description, line 7

[illegible]

- National Finance Center (NFC), screen 102 or 122

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SSN 000000000 AG * SF-506 DATA ELEMENTS *
SCREEN 000 NAME

DATE OF BIRTH 00 00 00 06/01/06 IR122 00 00 00
NAT ACT 1ST 3 POS 000
NAT ACT AUTH 1ST
APPOINT NTE 00 00 00 PROM NTE 00 06/01/06 IR102
POSITION TITLE
WORKING TITLE
PAY-PLAN OCC SERIES 0000 GRADE 00 STEP 00
SALARY RATE CODE TOTAL SALARY .00 SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE .00 ADJ SALARY .00 OTHER PAY .00
ORG STRUCTURE CODE 00 00 0000 00 00 00 00 [PF2 = DAG-NAME]
VETERANS PREF CODE 0 TENURE GROUP 0 AGENCY USE
VETERANS PREF RIF FEGLI CODE ANNUITANT INDICATOR
PAY RATE DETER CODE RETIREMENT PLAN (1) (2) SCD LEAVE 00 00 00
WORK SCHEDULE TOUR OF DUTY HOURS 00.00
POSITION OCCUPIED 0 FLSA BARGAINING UNIT STATUS 0000
DUTY STATION CD 0000 000 NAME
REMARKS CODES
DEPARTMENT CODE AGENCY CODE PDI 0000 PERS ACTION CODE 0
AUTHENTICATION DATE 00 00 00
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PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT
  
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4. BUS Codes are found by referring to the:

- SF Form 50 – Personnel Action, line 37

EMPLOYEE DATA				
23. Veterans Preference		24. Tenure		25. Agency Use
1 - None 3 - 10-Point/Disability 5 - 10-Point/Other		0 - None 2 - Conditional		26. Veterans Pref for RIF
2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%		1 - Permanent 3 - Indefinite		YES NO
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant
30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule
				33. Part-Time Hours Per Biweekly Pay Period
POSITION DATA				
34. Position Occupied		35. FLSA Category		36. Appropriation Code
1 - Competitive Service 3 - SES General		E - Exempt		37. Bargaining Unit Status
2 - Excepted Service 4 - SES Career		N - Nonexempt		
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)		
40. AGENCY DATA		41.	42.	43.
44.				
45. Remarks				

- Position Description, line 14

C. INDIVIDUAL POSITION									
1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 0 = Excepted but not A, B, C 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4)	
6. WK. TITLE CD. (4)					7. WK. TITLE (38)				
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE	
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4) 0634	15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR

- National Finance Center (NFC), screen 102

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PR1 PR2 PR3

SSN 000000000 AG * DATES & MISC SAL/PERS DATA * 06/01/06 IR102

SCREEN 000 NAME

ENTERED PRESENT GRADE	00 00 00	TYPE OF APPOINTMENT CODE	00
SCD WGI	00 00 00	WORK SCHEDULE	-
LAST RECORD WGI	00 00 00	TOUR OF DUTY HOURS	.00
DATE SCD RETIRE	00 00 00	ALTERNATE WORK SCHEDULE	0
LAST ADJ SCD RET	00 00 00	SEASONAL STATUS QUO	0
DATE SCD RIF	00 00 00	SPECIAL EMPLOYEE CODE	00
LAST ADJ SCD RIF	00 00 00	CURRENT EMPLOYMENT STATUS	0
DATE SCD LEAVE	00 00 00	SPECIAL EMPLOYMENT PROGRAMS CD	
LAST ADJ SCD LEAVE	00 00 00	BARGAINING UNIT STATUS	0000
DATE 6C RETIRE	00 00 00	POSITION SUPERVISORY CODE	0
DT RETENTION ALLOW	00 00 00	UNIFORM SERVICE STATUS	0
SERVICE AGREE EXPIRE	00 00 00	EMPLOYEE TYPE	-
DATE LONGEVITY	00 00 00	PROFESSIONAL CATEGORY	-
LONGEVITY PERCENT	.00	QUARTER DED CODE 0 RATE	.00
TDY POST DIFFERENTIAL	0000	POSITION SENSITIVITY CODE	-
COPR STATUS	-	CHANGE IN TENURE	00 00 00
APPOINTMENT DATE	00 00 00	CONVERSION CAREER TENURE	00 00 00
DATE AGENCY EOD	00 00 00	CAREER PERM TENURE STARTS	00 00 00
DATE ENTERED POI	00 00 00	CAREER PERM LAST RECORDED	00 00 00

PLEASE ENTER SSNO AND PRESS ENTER 1400

PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT

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NOTE: If, after review of the employee's position description, SF 50, and/or the NFC codes it is not clear which performance plan is appropriate, please contact the local Human Capital Management Office for further assistance.